



RTTT Participating LEAs ♦ December 22, 2015 – June 30, 2016

Checklist

For LEAs who have carryover and plan to participate in the *2016 Race to the Top – No Cost Extension* grant.

1. Submit your 2015 Race to the Top – Year 4 Completion Report through the online Grants Management system. The target date for completion is **Monday, January 25, 2016**, to allow time for processing.
2. Once your Completion Report is finalized, any approved carryover will immediately be available in the *2016 Race to the Top – No Cost Extension* grant.
3. Complete a fiscal-only application in the ADEConnect Grants Management system for the *2016 Race to the Top – No Cost Extension* grant. This grant must be submitted to State by midnight, February 1st.

The fiscal application should align with, and account for, allowable and appropriate RTTT budgeted activities. The FY16 plan and budget is a **6 month term**, beginning **December 22, 2015 – June 30, 2016**. All RTTT funds will expire June 30, 2016.

****Important Note: To be eligible for these funds, LEAs must submit an on-line grants management application no later than midnight, February 1st, or the funds will be forfeited.**

4. Review your previously submitted **Year 4** LEA SOW. If a new activity will be added, our office will work with you to adjust your SOW **after** the fiscal application has been submitted to state.
5. Resources: [Arizona's College and Career Ready Standards website](#);
[Race to the Top website](#); and
[Considerations for Implementation of Arizona's College and Career Ready Standards](#)
6. Submit your [RTTT Year 4 3rd progress report](#) to RacetotheTop@azed.gov by **January 30, 2016**.
7. **Next steps** may include contact with ADE RTTT Program Staff regarding your submitted plan and fiscal application as part of the review and approval process.

If you have questions or need assistance, contact us at RacetotheTop@azed.gov or 602.542.4234.